

EBOLA VIRUS DISEASE – SAMPLE POLICY

**HUMAN RESOURCES
INTERNATIONAL TRAVEL OF EMPLOYEES
IN ACCORDANCE WITH EXECUTIVE ORDER BJ 14-13
POLICY Number:**

21 October 2014

1. **AUTHORITY:** Director of State Civil Service (SCS) as contained in La. R.S. 36:54.
2. **REFERENCES:** Executive Order BJ 14-13 Travel to Areas Impacted by Ebola Virus Disease
3. **PURPOSE:** To establish a procedure for employees to notify Executive Management of SCS when they are traveling out of the country to an Ebola Virus affected country.
4. **APPLICABILITY:** This policy shall apply to all employees of State Civil Service.
5. **DEFINITIONS:**
 - A. Employee – Any employee of State Civil Service, serving in a full-time, part-time, classified, unclassified, job appointments, or WAE appointments.
 - B. Commercial Transportation – is a mode of transportation for public conveyance, including, but not limited to, airplane, ship, bus, train, or taxi, etc.
 - C. Places of General Public Congregation – means public places where people gather including, but not limited to, restaurants, grocery stores, gymnasiums, theaters, or places of worship, etc.
6. **POLICY:** Due to the World Health Organization declaring the Ebola Virus Disease outbreak as an international public health emergency, it is the Director's policy that State Civil Service Employees shall comply with the following procedures when an employee travels outside the United States of America to a country designed by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease.
7. **PROCEDURES:**
 - A. **General**

1. When an employee is aware he intends to travel out of the United States of America the employee shall review the Center for Disease Control's website, <http://wwwnc.cdc.gov/travel/notices>, to determine if the country the employee intends to visit is on the list of countries identified as having a threat of contracting the Ebola Virus Disease.
2. If the country to which the employee intends to visit is identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease, the employee shall notify his Supervisor five (5) business days prior to travel.
3. If the travel is to occur within the five (5) business days, the employee shall notify their Supervisor as soon as possible.
4. The Supervisor shall notify the Human Resources Manager as soon as he is made aware of the international travel of the employee.
5. If the employee is traveling to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease, the Human Resources Manager shall notify the Director and/or Deputy Director of SCS and the Department of Health and Hospitals, Infectious Disease Epidemiology Section (EPI) within forty-eight (48) hours of receiving the information if prior to travel and/or within twenty-four (24) hours of receiving the information if subsequent to travel.
6. If the employee is traveling outside the United States of America, the employee shall notify his Supervisor if the employee falls ill during the international travel or within twenty-one (21) days of return. The employee shall remain off from work until a doctor of medicine has determined the employee can return to work.
7. If the employee intends to travel to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus, the employee shall provide his Supervisor with the following information:
 - a. Name of the person making the report. This shall include the reporter's phone number, email address, and the date/time of report.
 - b. Name of the employee who is or has traveled outside of the United States a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus Disease.
 - c. The complete dates of international travel, the traveler's phone number, email address, and the countries visited with dates of entry and departure if known.
 - d. This report shall be submitted to the Department of Health and Hospitals, Infectious Disease Epidemiology Section by the Human Resources Manager within twenty-four (24) hours of receipt.
 - e. The Human Resources Manager shall file the report by email to EPI at idepi@la.gov.
8. If the employee travels to a country identified by the Center for Disease Control as having a threat of contracting the Ebola Virus, the employee shall agree to the following:
 - a. The employee shall agree not to use any commercial transportation for twenty-one (21) days after departing the affected country.

- b. The employee shall agree not to visit any place where the general public congregates for twenty-one (21) days after departing the affected country.
- c. The employee shall agree not to return to work for twenty-one days (21) after departing the affected country. The employee shall use sick leave or if the employee has no sick leave, annual leave for the days the employee will be absent from work during the twenty-one (21) days after departing the affected country. If the employee has exhausted sick leave and annual leave, the employee shall be placed on leave without pay (LWOP).
- d. The employee shall agree, if requested by the Department of Health and Hospitals, to medical monitoring by public health officials for twenty-one (21) days after departing the affected country.

B. **EXCEPTIONS:** The Director of State Civil Service may grant an exception to any provision of this policy, provided such exception shall not be in conflict with Civil Service Rules and Regulations and/or any state or federal law.